



**BID No. 6050-1/24: Roll-Up Doors: Inspection, Repair, Furnish & Installation Services**

**I. Purchasing Instructions:**

**A. Award Description**

**GROUP 1: Inspection Services**

Award of this group was made to the three (3) lowest priced responsive, responsible vendors for bi-annual inspection services, as scheduled by each department.

The vendor shall inspect equipment when scheduled bi-annually by the Department, and shall render such maintenance necessary to keep the equipment in proper and safe operating condition. The services must include:

- (1) Examination, cleaning, adjustment, lubrication, repairs, and replacement of parts where necessary
- (2) Operate each door while inspecting gears, chains, and other moving parts for free operation, wear, and possible damage
- (3) Inspect curtain guides for dents and obstruction
- (4) Inspect curtain slates for dents and holes
- (5) Inspect and, if necessary, adjust the torsion of the counter balance spring
- (6) Inspect and, if necessary, apply more lubrication to gears and other moving parts
- (7) Inspect the motor for any electrical faults or deficiencies. Correct electrical faults and deficiencies as appropriate
- (8) Inspect and, if necessary, adjust the limit switches

Should the vendor discover a needed repair during an inspection, the vendor shall notify the Department and provide a written report for that repair. That report shall list separately; (a) details of the corrective action required, (b) parts and (c) labor. The County Department will then invite all prequalified vendors under Group 2 to submit a quote for that specific repair as outlined in Section 2.5.

**GROUP 2: Repair, Furnish and Installation Services - Prequalification**

The vendor shall provide the following services as required for regularly scheduled requests:

- (1) Repair or furnish and install roll-up door equipment upon receipt of a purchase order, approved and scheduled by a Department
- (2) Test all components serviced and/or installed, in the presence of a representative from the requesting Department, at the completion of the service
- (3) Tag each repaired and/or installed equipment with company information and date of repair.
- (4) If a repair cannot be completed, the door must be secured in the closed position, or to the greatest extent practical for the site as approved by the Department, in order to protect the integrity of the facility, its occupants and/or contents.
- (5) Repairs that take more than 24 hours to complete must be justified and approved by the Department. Jobs exceeding 24 hours in which the door cannot be operated and the building secured, may require the County to provide staff to safeguard the facility. Should the delay prove unjustified, the County reserves the right to charge the vendor for these extraordinary expenses.



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- (6) In the event that a repair takes more than 24 hours to complete, the vendor shall provide the Department with twice-daily progress reports. Status calls should be spaced (i.e. AM and PM) and an expected completion time refined at each report.

If the repair work extends beyond 96 hours without the Department's approval, the County reserves the right to discharge the vendor and secure the completion of the repairs from other contract vendors, or from other sources in the best interest of the County. The initial vendor shall be liable for any re-procurement charges.

GROUP 3: Emergency Repair Services

Award of this group was made to the three (3) lowest priced responsive, responsible vendors for emergency repair services. **Note: All service requirements listed for Group 2 apply to Group 3.**

Emergency services shall be for any unforeseen or unanticipated work not covered by scheduled repairs during regular working hours (defined in Section 2.12). As such, the vendor shall provide 24 hour, 7 day emergency response contact information under this contract. (See Section 4.5)

When responding to an emergency call, an assessment must be communicated to the Department within 30 minutes of arrival at the site. If an immediate repair is not possible, the vendor must provide an accurate projection of expected completion time.

- (1) During regular working hours, emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within one and one-half (1½) hours after notification by the County.
- (2) Beyond regular working hours, emergency response time shall be within two (2) hours after notification by the County.

A written estimate, approved by the Department, will be required for all emergency repairs before commencement of work. Justifiable costs above the original estimate will also require Departmental approval.

**B. Quotation Directives**

- (1) Contract Instructions (Re: ITB Paragraph 2.5.B)  
Prequalified vendors will be invited to participate in spot market purchases under Group 2 as required by the County. When spot market purchases are initiated, pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase or work order, or a specific purchasing period.
- (2) Cone of Silence  
Pursuant to Section 2-11.1(t) of the County Code, all requests for spot market pricing are subject to the Cone of Silence. (Re: ITB paragraph 1.2-D1)
- (3) Local Preference/Locally Headquartered (Re: ITB Paragraph 1.10)  
The evaluation of offers is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses.
- (4) User Access Program (UAP)
- (5) Wage Requirements

Vendors are advised that the provisions of §2-11.16 et seq., Code of Miami Dade County, Responsible Wages on County Construction Contracts, will apply to any contract award pursuant to this bid. By submitting a bid under these provisions, a vendor agrees to comply and acknowledges awareness of the penalties for non-compliance.



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A package containing Supplemental General Conditions, Wages & Benefits Schedule, Notice to Employees, Fair Wage Affidavit, Payroll Form and references for the County Code, is available through the Small Business Development office, Stephen P. Clark Building, 111 NW 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, FL 33128, telephone (305) 375-3111, or on their website at:

<http://www.miamidade.gov/business/library/reports/2013-rwb-building.pdf>

'*Responsible Wages & Benefits*' applies to all construction projects over \$100,000 that does not utilize federal funds. For federally funded projects, unless prohibited by federal or state law or disallowed by a government funding source, the higher wage between the '*Davis-Bacon Wage Schedule*' and '*Responsible Wages & Benefits*' applies.

### II. Awarded Vendor:

Vendor ID	Vendor Name	Address	Contact	Group 1	Group 3
262699763-01	Atlas Door & Gate, Inc.	9905 NW 116 Way, Suite 219 Miami, FL 33178	Yacelys Diaz PH: 305-463-9218 FX: 305-463-9207 <a href="mailto:atlas@miamirollingdoors.com">atlas@miamirollingdoors.com</a>	Primary	Primary

### III. Special Notes/Instructions:

#### A. Insurance

Insurance verification is necessary for vendors performing service in County facilities. In addition to the requirements of Section 1.21, the following is needed for MDAD: (Section 2.7 of the bid).

- (i) Commercial General Liability Insurance in an amount not less than one million (\$1,000,000) combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- (ii) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

**Contractors will not be permitted on the Miami International Airport's Aircraft Operating Airside (AOA) without increasing automobile coverage to \$5 million.** Only vehicles owned or leased by a company will be authorized for the AOA. Vehicles owned by individuals will not be authorized. A \$1 million limit applies to all other MDAD airports.

#### B. Work

##### (i) Notification to Begin Work

The awarded vendor shall neither commence any work, nor enter a County facility, until a purchase order directing the vendor to proceed with various items of work has been received from an authorized representative of the Department; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

##### (ii) Clean-Up

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the Department's project manager.

##### (iii) Work Hours

The vendor shall perform the requirements of this contract during regular working hours and days, except if alternate scheduling is agreed upon with the Department. Regular working hours and days are defined as Mondays through Fridays, 8:00AM to 5:00PM.

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(iv) Regular Service Response

Vendor shall acknowledge all regular service calls within an hour of notification from the Department representative. The vendor should respond to the actual service call location within twenty-four hours after such notification, unless instructed differently by the Department's representative.

For bi-annual inspections performed under Group 1, the successful vendor will coordinate dates and times with the respective Departments.

(v) Reporting Arrival & Departure

The awarded vendor's staff assigned to a project shall report their arrival and departure from the facilities or job site to an authorized representative of the Department. The awarded vendor shall obtain the name, title, and signature of the authorized County representative for the acceptance of the work completed. This information shall be included with the vendor's invoice.

(vi) Labor, Parts & Materials

The vendor(s) shall furnish all labor, parts and materials necessary for satisfactory contract performance. When not specifically identified in the scope of work, such parts and materials shall be of a suitable type and grade for the purpose. All parts and workmanship shall be subject to the County's inspection and approval.

The vendor shall not charge the County any markup for parts or materials used for work performed under this contract, and is to be supplied at the vendors cost. Proof of actual cost shall be submitted with the vendor's invoice for the specific work completed.

**VI. Pool Contract Award Checklist:**

The following is provided as a reminder of some important items that each department should check/ complete/ document prior to making an award under Group 2.

- Check that vendor meets minimum requirements such as certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list.  
(See [www.miamidade.gov/business/reports-certification-list.asp](http://www.miamidade.gov/business/reports-certification-list.asp))
- If the contract includes preferences (Local, Locally-Headquartered, Veteran's, and Small Business, as applicable), check that they were applied correctly. Obtain a signed Collusion Affidavit from the recommended vendor.
- Obtain a signed Affirmation of Vendor Affidavits from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendors that the Cone of Silence is lifted. [Sample language: *In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (Dept. name) recommends award of this quote to: (Company name). Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.*]
- **Allow a three (3) business day protest period**, beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over \$25K).
- Check for compliance with insurance requirements.



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**VI. Event Log:**

ADDENDA LOG Contract Number 6050-1/24			
ADDENDUM NO.	DATE ISSUED	DESCRIPTION	AGENT
1.			